



INDIANA INTERPRETER CERTIFICATE APPLICATION

State Form 49978 (R/2-03) / DHHS 0004

Mail to:
MS23

Deaf and Hard of Hearing Services
Indiana Family and Social Services Administration
Division of Disability, Aging, and Rehabilitative Services
P.O. Box 7083
Indianapolis, IN 46207-7083

Name of applicant (Last name, first name, M.I.)			SSN or ID #
Address (number and street,)			County
City and state			ZIP code
Home phone number ()	Work phone number ()	FAX ()	E-mail address

INTERPRETING DOCUMENTATION

Please attach a copy of the certificates you hold or proof you have passed the written test.

RID: ☐ Passed Written Test ☐ CI ☐ CT ☐ CSC ☐ CDI or CDIP ☐ OTHER _____ ☐ None

NAD: ☐ LEVEL III ☐ LEVEL IV ☐ LEVEL V

- ☐ If applying for the 5-year provisional certificate based on ITP graduation, please list college and degree: _____
- ☐ If applying for a 5-year provisional CDI certificate, please have an Identified Interpreter Agency send DHHS a letter of recommendation.
- ☐ If you are not nationally certified but were employed as an interpreter prior to July 1, 1999, please have an Identified Interpreter Agency, which hired you prior to July 1, 1999, send DHHS a letter of recommendation and attach proof of employment. Proof of employment would be a letter from Identified Interpreting Agency documenting that you were employed, or a copy of a pay stub, 1099 Form or W-2.

TRAINING EXPERIENCE

Formal Education:

☐ College Degree from _____ Major: _____

Training in Interpreting: (Please check all that apply)

- ☐ Workshops ☐ Some Formal Coursework from _____
- ☐ _____ Degree in Interpreting from _____
(Associates, Bachelors, Masters)

Sign Language Background: How did you learn sign? (Please check all that apply)

- ☐ Parents, family members signed to me from an early age.
- ☐ Became involved with the Deaf community then learned to sign.
- ☐ Some Formal Coursework from _____
- ☐ A formal degree program as stated above.

AGREEMENT

I have read the IIC Code of Ethics and if awarded the Indiana Interpreting Certificate, I agree to abide by each portion of it.
I believe that all information provided is true, correct and complete to the best of my knowledge.
(Note: Please read the IIC Code of Ethics and instructions on the back of this page.)

Signature of applicant	Date (month, day, year)
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FOR OFFICIAL USE ONLY

Approved by	Date Issued	Date Expires	Certification #
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IIC CODE OF ETHICS

460 IAC 2-3-5 Code of ethics; confidentiality.

Sec. 5. An interpreter shall maintain the confidentiality of all information covered during an interpreting assignment and all information about interpreting services being performed, including identity of those consumers present, regardless of perceived importance, except for the following:

- (1) An interpreter may reveal information to his or her employer, members of the employer's staff, or a professional team designated by the employer for purposes of record keeping, program management, or supervision.
- (2) An interpreter may share information with peer interpreters employed by the same employer, which is necessary to best serve consumers in an ongoing interpreting situation or assignment.
- (3) Unless the consumer otherwise directs, an interpreter may disclose factual information or professional assessment of the language and communication process regarding the current interpreting assignment to the payee of the interpreter or the payee's designee. Disclosure of further information requires consent of the consumer.
- (4) Information that is public or not otherwise confidential under this rule or any other rule or law may be disclosed.

460 IAC 2-3-6 Code of ethics; rendering of interpreting services; language used.

Sec. 6. (a) Interpreting services shall be rendered faithfully, conveying all communication messages with the exact spirit, intent, and affect of the communicator. (b) An interpreter shall withdraw from an assignment if his or her personal feelings interfere with performing the duties in subsection (a). (c) An interpreter shall use the language or mode of communication most readily understood or preferred by all consumers involved.

460 IAC 2-3-7 Code of ethics; impartiality of interpreter.

Sec. 7. (a) The interpreted message shall be transmitted impartially without the interjection of personal advice, counsel, or opinions of the interpreter. (b) An interpreter shall not omit or add to anything that is signed or vocalized by a party, even when asked to do so by other parties involved. (c) An interpreter shall not attempt to take on any dual role but shall act only as interpreter to assist in communications between parties involved. (d) An interpreter may communicate directly with a party involved in order to clarify to that party the interpreter's role of facilitating communication. (e) An interpreter should refrain from providing interpreter services in situations where family members or close personal or professional relationships may affect impartiality. However, this is not to be construed as a ban on interpreting for family, friends, or close associates in emergency situations or where the interpreter is otherwise compelled to interpret for such people.

460 IAC 2-3-8 Code of ethics; appropriateness of assignment for interpreter.

Sec. 8. In determining whether to accept an interpreting assignment, an interpreter: (1) must use discretion in considering: (A) his or her skill level; (B) the setting of the assignment; (C) the expected content and subject matter of the assignment; and (D) the consumers involved; and (2) shall not accept an assignment when any of these factors make it inappropriate to do so in the best interests of the consumers involved.

460 IAC 2-3-9 Code of ethics; compensation requests.

Sec. 9. An interpreter shall request compensation for services using accepted business practices and in a professional and judicious manner, taking into account usual fees commensurate with their: (1) level of skill; (2) level of certification; (3) amount of experience; (4) nature of assignment; and (5) geographic region. Terms of compensation shall be arranged in advance of the interpreting assignment whenever possible.

460 IAC 2-3-10 Code of ethics; professional development.

Sec. 10. An interpreter, in order to maintain his or her certification, shall pursue advanced knowledge, increased skills competency, and the maintenance of high professional standards through active participation in workshops, professional meetings, interaction with professional colleagues, and reading literature in the field. As part of this, an interpreter shall obtain continuing education as required in section 3 of this rule.

460 IAC 2-3-11 Code of ethics; interpreter manner and behavior.

Sec. 11. (a) Interpreting services shall be provided completely, impartially, and professionally in a manner appropriate to the situation, including behavior suitable to the particular circumstances of the interpreting assignment. (b) An interpreter shall attempt to become familiar with the anticipated discussion topic, type of activity, level of formality, expected behaviors, and any presentational materials prior to commencement of the interpreting assignment. (c) An interpreter shall dress in a manner that will be as unobtrusive to communication facilitation as possible and that will assure the best possible background for signing, including proper skin to clothing color contrasts and avoiding clothing patterns that may tire the eyes of deaf consumers. (d) An interpreter shall consider background, positioning, and lighting to assure all are adequately within comfortable, nondistracting range for all parties involved. (e) An interpreter shall assure that all consumers are duly advised that the interpreter assumes a position of neutrality in the relationship between all consumers, despite the fact that a given consumer may have hired the interpreter for the current or previous interpreting assignment, and consumers must be given the option of acceptance or rejection of the interpreter.

460 IAC 2-3-12 Code of ethics; appropriate use of interpreter.

Sec. 12. In situations where the consumer of interpreting services is not familiar with the use of an interpreter, the interpreter should share information on the appropriate use of an interpreter to help make the interpreting process successful. This should be done prior to commencing the interpreting assignment.

Directions for the Indiana Interpreter Certificate Application

1. Be sure to use a pen to fill out this form.
2. Press firmly so that what you write appears on the second copy of the form.
3. Enter your last name, first name, then middle initial on the first line in the space provided.
4. Enter your nine-digit social security number or ID number in the space provided next to your name.
5. Enter your street address in the space provided, including the number, name of street, city, state, zip code and county.
6. Enter your home phone number including your area code or other numbers as indicated.
7. Enter your email address in the space provided if you have an email account.
8. In the Interpreting Certification Section, place a checkmark in the box or boxes that apply to you.
9. In the Training and Experience section, please complete the sections that apply to you.
10. Please sign your full name under the Agreement section and place the date next to your signature in the space provided after reading the statement carefully. Your signature indicates that you will abide by the IIC Codes of Ethics.
11. Please do not mark on the form in the Official Use Only section.

When you have completed the form: send the white copy to DHHS so your application can be processed; keep the canary copy for your records.